

GENERAL INSTRUCTIONS FOR AUTOMATED CACFP FORMS

1. In an effort to assist you in your administration of the CACFP, these forms have been automated for your convenience. These automated forms are **not** required by the USOE. You may continue to use the manual forms we provide or those that you have developed, if you choose, and they meet the same requirements.
2. If you choose to use the automated forms, please follow the instructions carefully.
3. The forms are on a CD and have been “protected” to avoid changing or erasing formulas. You are responsible to make sure formulas are not changed. We highly recommend you check the formulas on a regular basis to make sure they are calculating correctly. You will be responsible for any math errors that happen if these forms are changed.
4. You are responsible for saving and maintaining information whether on your computer or hard copies.
5. We recommend you keep a “master” blank copy. Save the form with a different name for each month/year before you begin entering new information. This way, you will begin with a blank sheet each month. This will help avoid making mistakes if you did not erase some information from a previous month.
6. Each form includes instructions.
7. For purposes of program reviews, all original point of service meal counts must be saved. These originals will be used to check meal counts and monthly claims during reviews.